

Virginia View directions:

Click this link to go to the website for this assignment.

www.vaview.vt.edu

1. When the page loads click on “Grades 6-8” in yellow like in this picture:




2. From the list click on the picture or the words that say “Who R U?” underneath it. It looks like this:



Who R U?

Find out what careers match
your interests.

 Login to Save. | [MORE](#)

3. When the page loads, and this sometimes takes a little bit, fill out your name, your grade that you are in, and which class this is (the class is called Career Exploration). Once you have done this, click the GET STARTED! arrow. It looks like this:



4. Begin the survey, check off as many boxes as you like, for each one of the pages you are on. click the forward arrow after finishing each page. It looks like this:



5. When you are done **YOU WILL NOT PRINT THE RESULTS!** Do not try to print these!!! We need to save them electronically so we can use them later. Your result page may look something like this with different numbers:

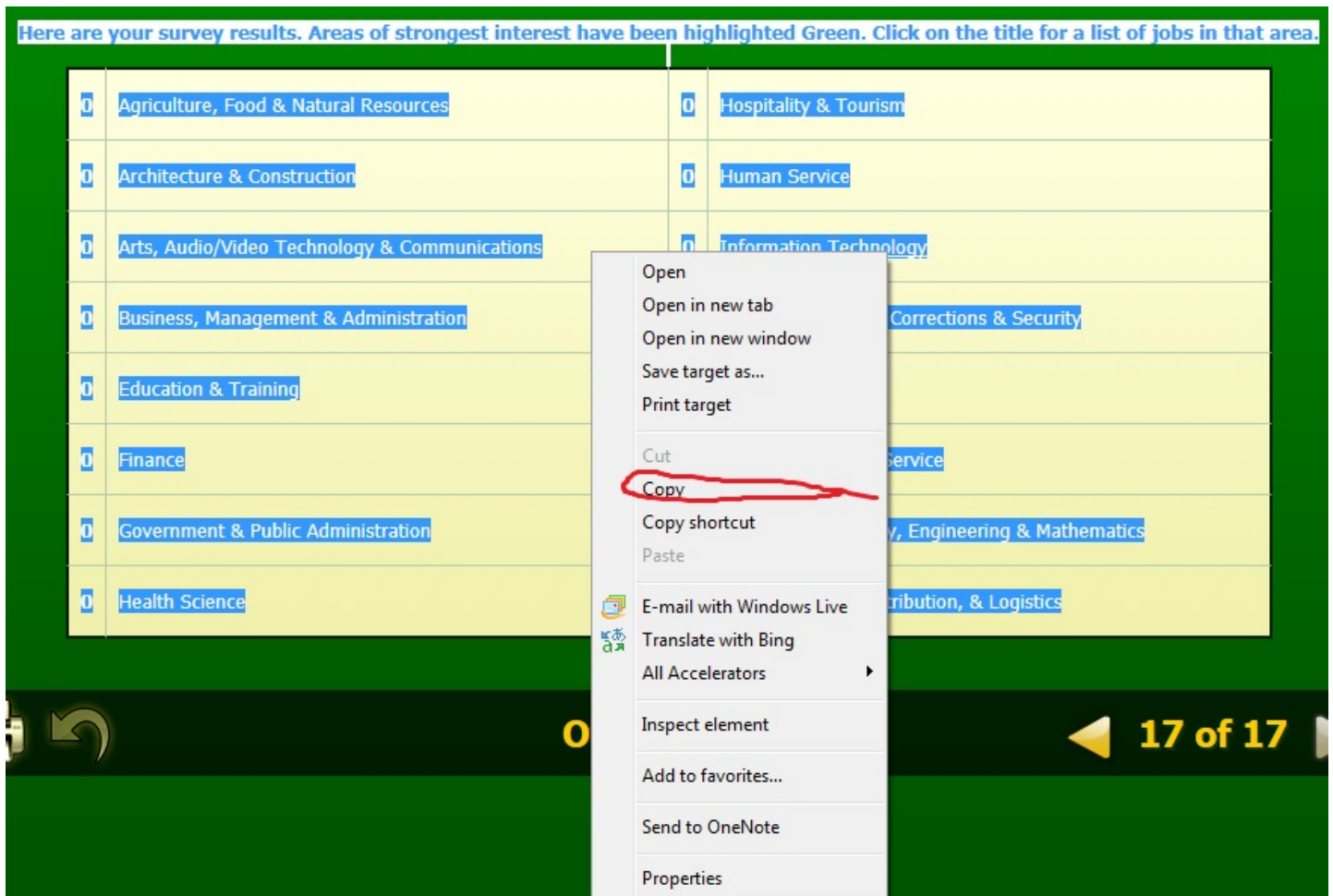
Who R U? Summary 17 of 17

Here are your survey results. Areas of strongest interest have been highlighted Green. Click on the title for a list of jobs in that area.

11	Health Science	0	Agriculture, Food & Natural Resources
4	Law, Public Safety, Corrections & Security	0	Architecture & Construction
4	Science, Technology, Engineering & Mathematics	0	Arts, Audio/Video Technology & Communications
4	Transportation, Distribution, & Logistics	0	Business, Management & Administration
3	Human Service	0	Education & Training
3	Information Technology	0	Finance
2	Hospitality & Tourism	0	Government & Public Administration
2	Manufacturing	0	Marketing Sales & Service

Overall Total: ## 17 of 17

6. We need to highlight all of the words to copy them, so we can paste them into a word document. Here is how: the first step is to left click the mouse over the letter H in here are your survey results. Drag the mouse to the bottom right hand corner until all of the words are covered in blue. Then let go of the left mouse button. Then hover your mouse cursor over some of the words now highlighted in blue. Right click your mouse and left click on COPY
- FOR INTERNET EXPLORER, IT WILL LOOK LIKE THIS:

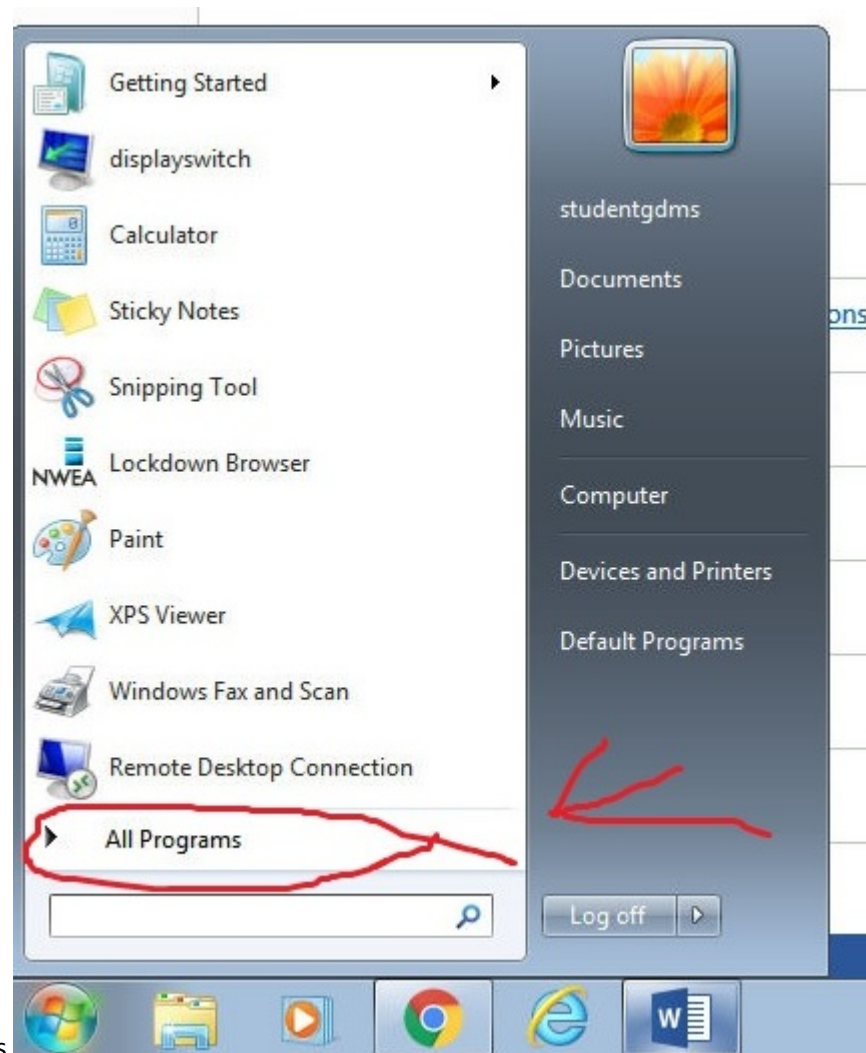


FOR GOOGLE CHROME IT WILL LOOK LIKE THIS:



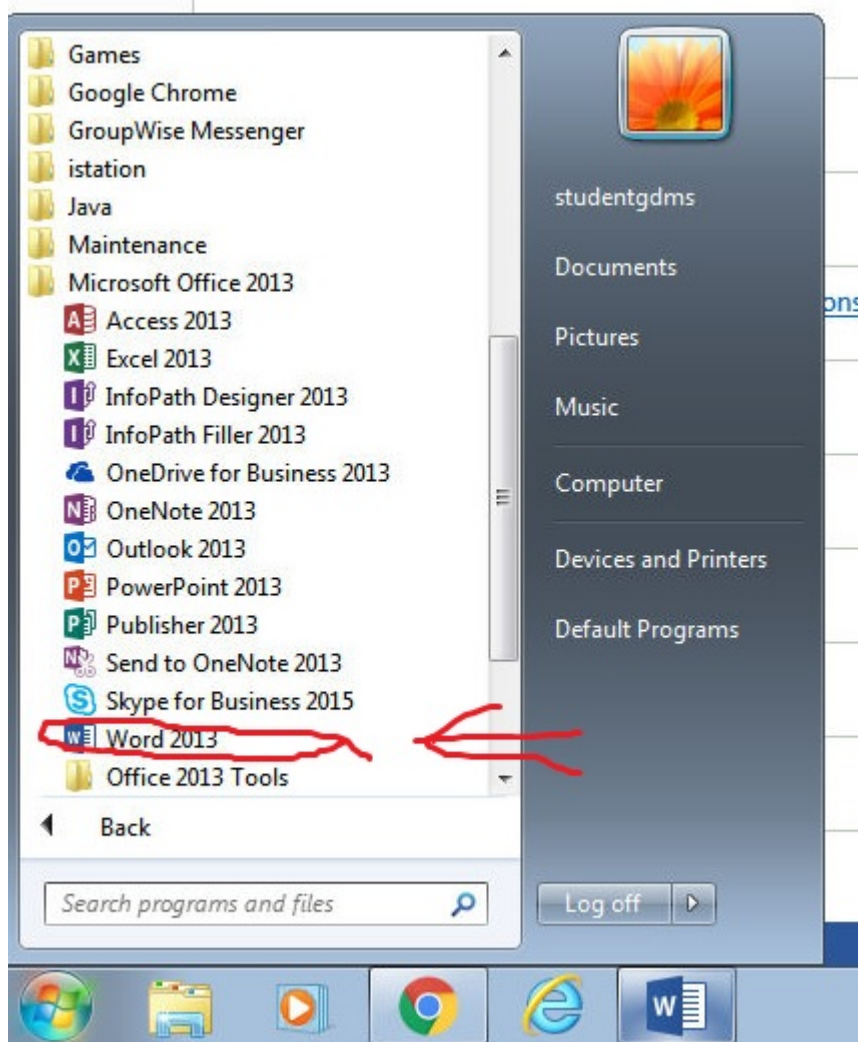
- Now we need to Open Microsoft Word. This is easy, click the windows start button down at the bottom left hand side of

the page – it looks like this:  and the windows menu will pop up.

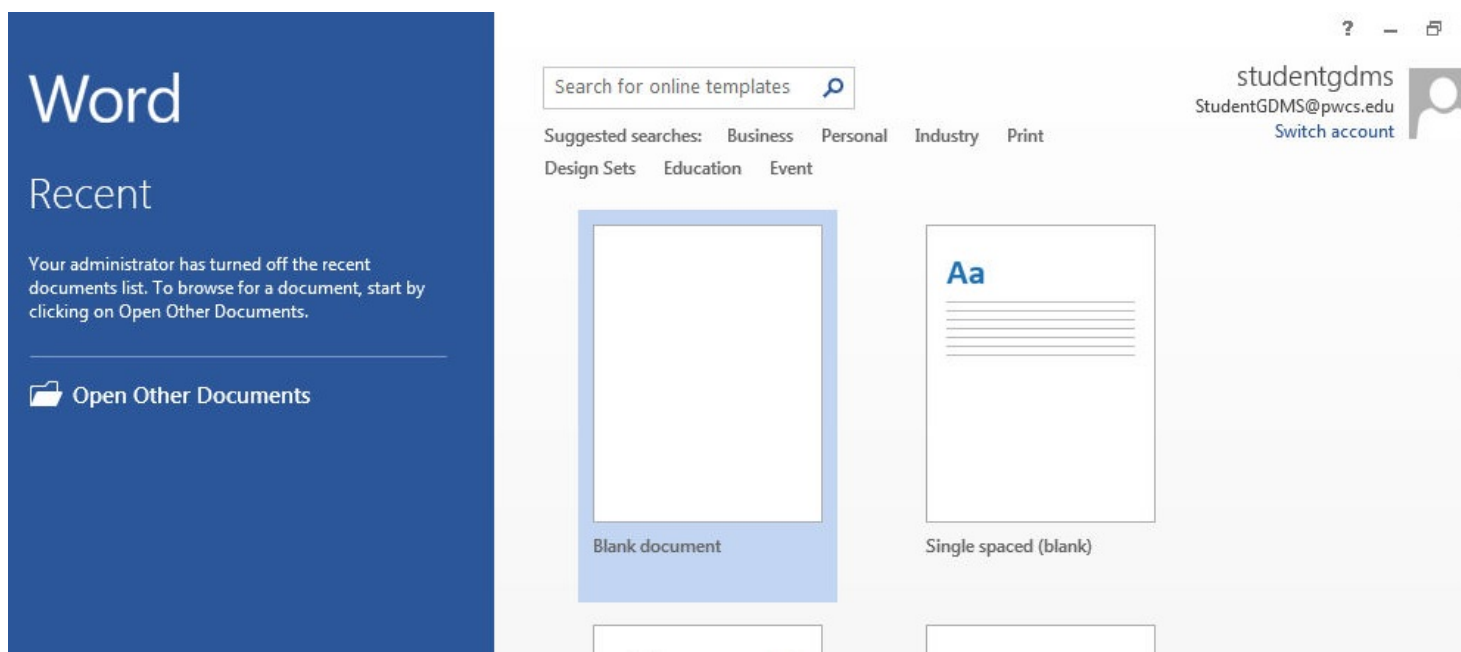


8. Now click on All Programs

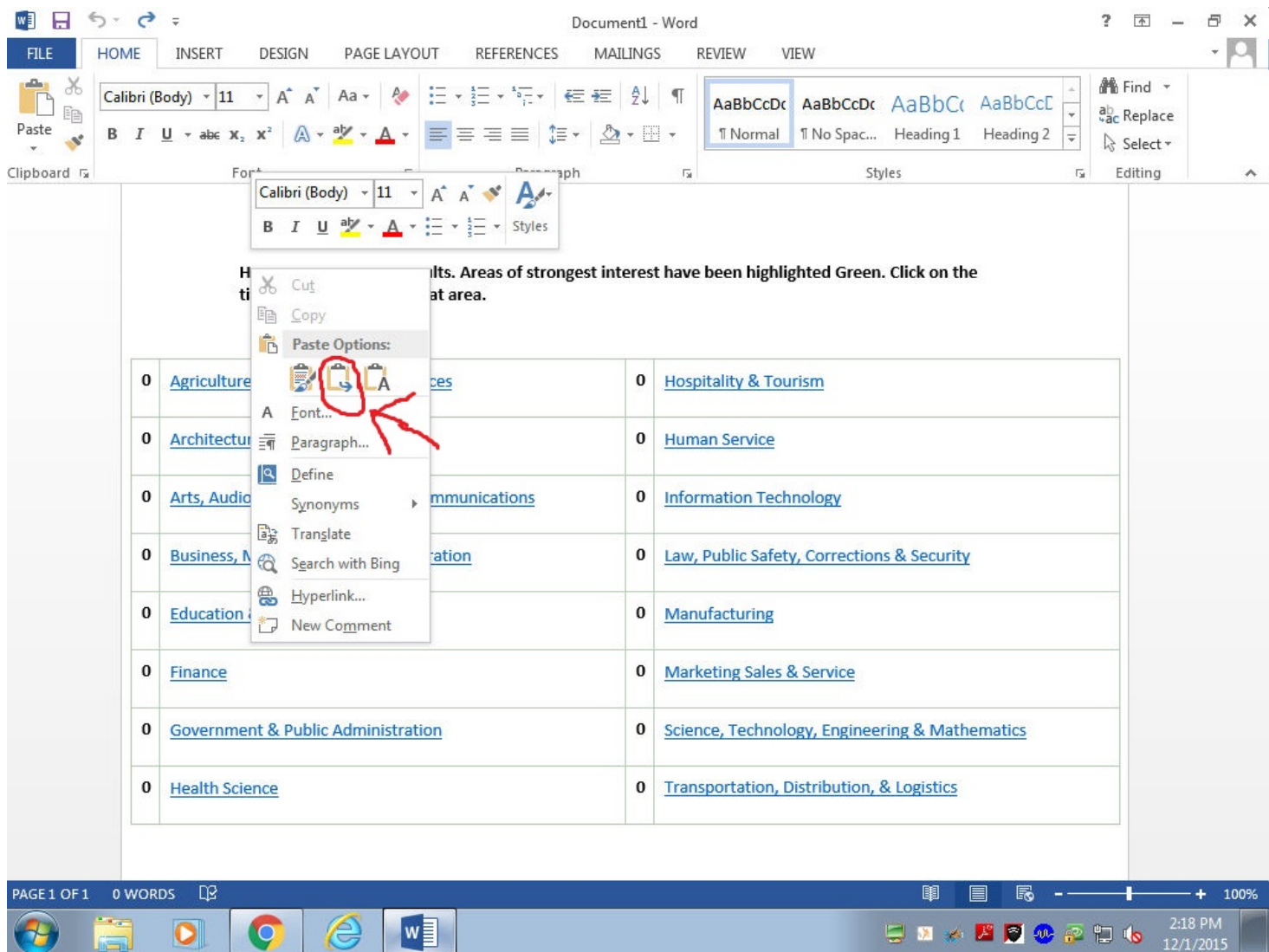
9. Now click on the folder that says “Microsoft Office 2013” and then click on Word 2013



10. Now we will open a new blank document. If any messages pop up, please let me know. Click Blank Document, as in the picture below:



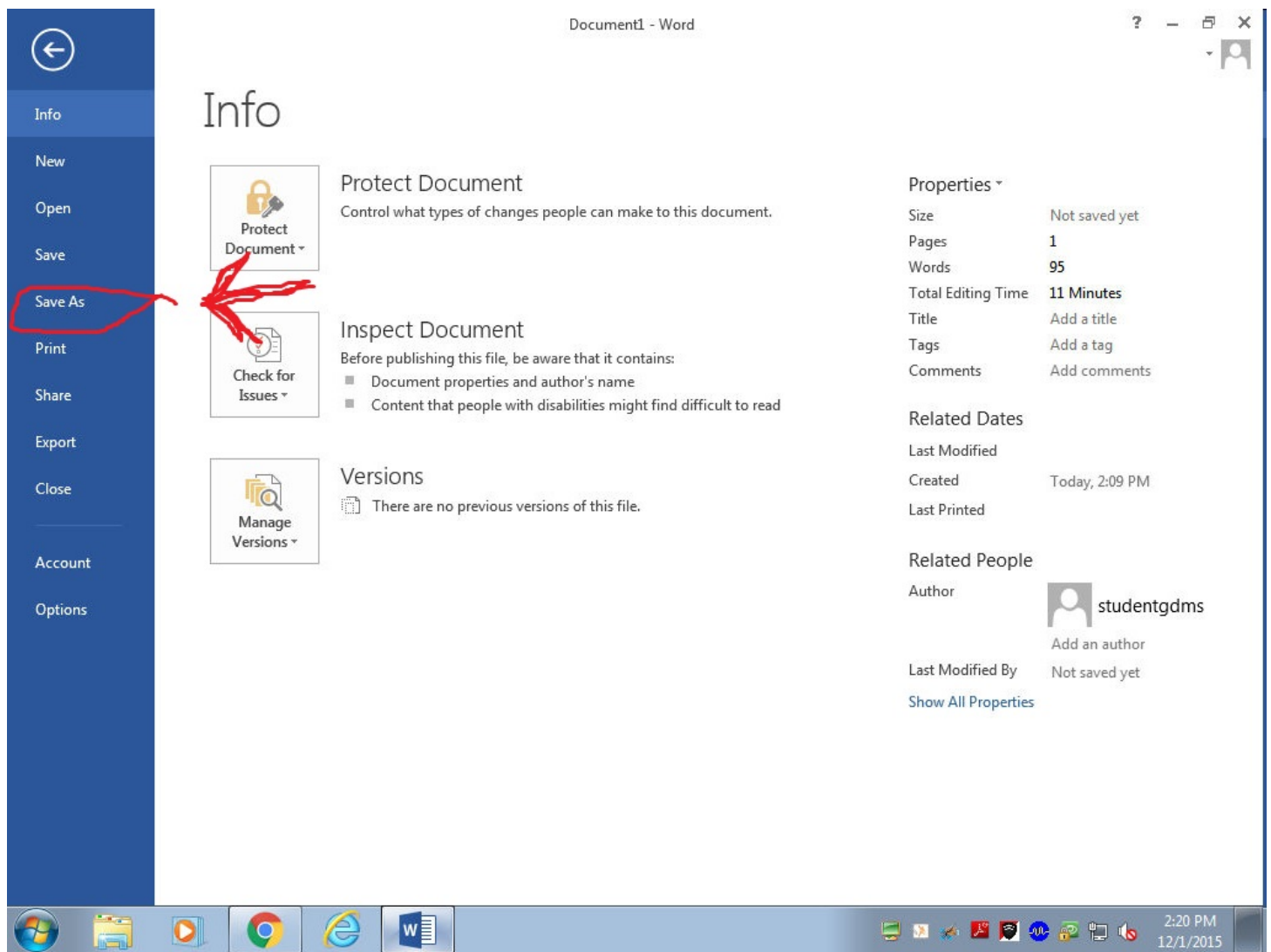
11. Now you will paste what you copied. You need to right click on the cursor that is blinking, and then put the mouse over the word Paste, and then choose the middle option as in this picture:



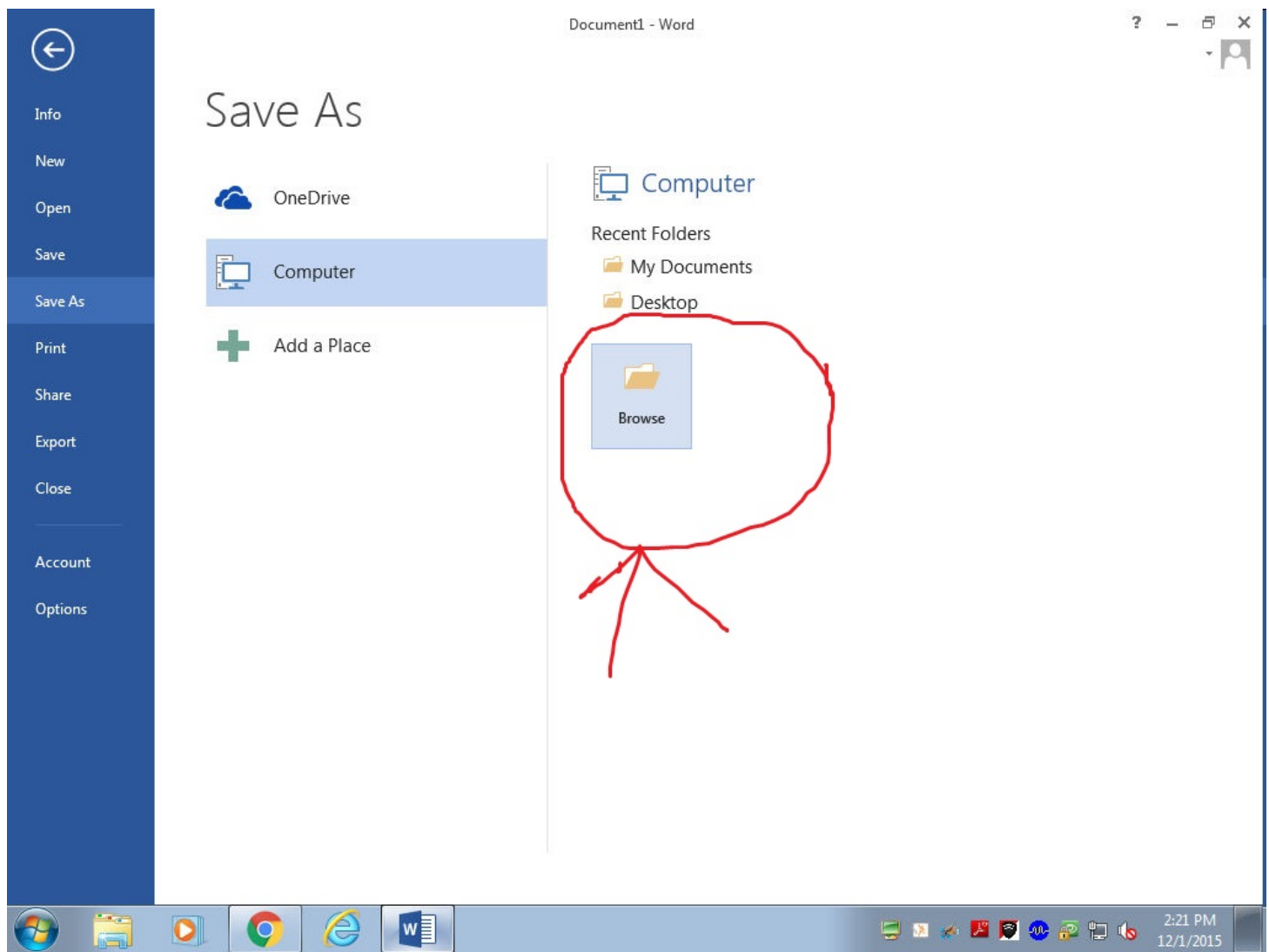
12. If you did all of these steps correctly, it will show what is seen above, but with the numbers that go with your survey results. Now you will save this file. To do this, you first click on “File” at the top in the blue.



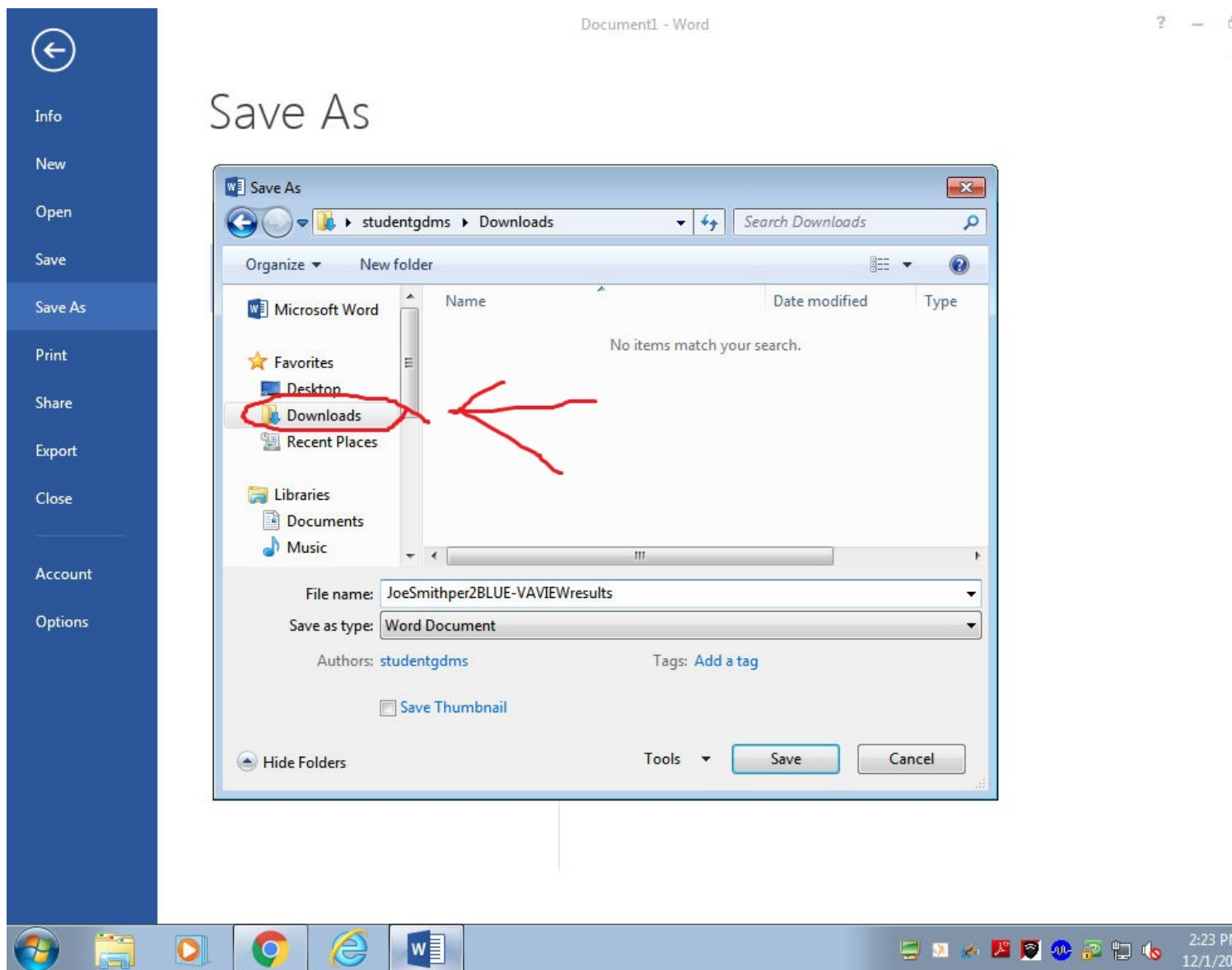
13. Next you click on Save As – see picture below:



14. Next click on Browse as in the picture below:



15. Now click on the downloads folder to the left. If you have made a folder to store all of your work into with your name on it, you can double click it on the right hand side. If not, you can just save this file to the downloads folder, but **MAKE SURE YOU PUT YOUR NAME ON IT!!** Save it with the name JoeSmithper2BLUE-VAVIEWresults. **MAKE SURE YOU NAME IT LIKE THAT SO IT CAN BE TURNED IN AND GRADED.**



16. Make sure you click Save from the picture above.

17. MAKE SURE YOU HAVE THIS FILE SAVED AND YOU HAVE ALL OF THE CATEGORIES WITH NUMBERS SAVED IN THE WORD FILE! WE WILL BE RE-USING THIS WORD FILE MULTIPLE TIMES TO HELP YOU FIND YOUR CAREER!!

18. I will direct you from this point, and show you how to complete the second part of the assignment